UNITED STATES CIVIL SERVICE COMMISSION, WASHINGTON, D. C.

APPLICATION FORM 8

June 1938

App'n No. | AV. PER. | Sel. No. | Ann. No.

Applicant must fill ALL blanks in this column (typewriter or ink)

Name of examination: Inspector (Wages & Hours) (Give exact title of examination)

Optional subject (If any provided):

Place of examination: Washington (City) D. C. (State)

Legal or voting residence (Give State): Delaware

(The address given below will be treated as the applicant's post-office address until notice, in writing, of any change is received.) Print plainly, in ink (or typewrite) your name in full (one given name, additional initials, if any, and surname in full). If a woman, prefix "Miss" or "Mrs.," and if married, use *your own* given name, as "Mrs. *Mary L.* Doe."

Harold Weisberg (Name)

313 H. St., N. W. (R. D. or street address)

Washington (City or post office) D. C. (State)

Date of birth: April 8, 1913 Age on last birthday: 25

APPLICANT WILL NOT FILL THE FOLLOWING

Exam. date
Approved by
Admit'd exam
Notif'd rating
Date reg.

O. S.				
G. R.				
E. & X.				
P. & D.				
A. V.				

Appl. Div. Rec.

☐ Apportioned.
☐ Nonapportioned.
☐ An Indian.
☐ Mat'l filed.
☐ Mat'l ret'd.
☐ Mat'l att'd.
☐ Over age if no pref.
☐ Mil. serv. but no proof.
Preference:
Allowed—
☐ Pref.
☐ Disability.
☐ Widow.
☐ Wife.
☐ Disallowed.
☐ Closed.
☐ Army. ☐ Navy
☐ Marine C. ☐ C. G.
☐ No proof grad.
☐ Note fam.

READ THIS BEFORE FILLING OUT YOUR APPLICATION

Before filling out this application, consult the announcement of the examination and study carefully the minimum requirements specified therein. Applications from persons who do not meet these requirements will be canceled.

Any false statement in this application, which is under oath, or alteration of a certificate, or the presentation to the Commission of a paper containing such false statement or alteration, is a violation of the law and is punishable as such.

ANY OF THE FOLLOWING WILL DELAY AND MAY NULLIFY YOUR OPPORTUNITY FOR APPOINTMENT: (1) Failure to answer properly all questions; (2) If you are foreign born, failure to furnish with application proof of United States citizenship; (3) Failure to furnish thesis or other material, or photograph, with application, if called for in examination announcement; (4) Failure to furnish in or with application all the information required under question relating to arrest, etc.; (5) Failure to have jurat (or oath) on page 4 properly executed; (6) Failure to have "Officer's Certificate of Residence" on page 4 properly executed, if called for in the examination announcement. Avoid reference to religion, politics, or fraternal orders. Answers should be typewritten if practicable; if not, they must be in ink.

In case of emergency necessitating immediate certification, the Commission reserves the right to certify eligibles for appointment who have complied with all the requirements in the application blank. It is, therefore, highly important that your application be completely and correctly filled out before it is sent to the Commission.

1. **Are you a citizen of the United States?** . . . . . Yes (Yes or No)

   Naturalized citizens must submit naturalization certificate with application; other foreign born, documentary proof of citizenship.

2. **Where were you born?** (*a*) Pennsylvania (*State or Territory, if American born*)

   (*b*) _____ (*Country, if foreign born*)

   (*c*) **Check in the appropriate space—**

   Male ☒ Single ☒
   Female ☐ Married ☐

3. **What is the date of your birth?** April 8, 1913 (*Month*) (*Day*) (*Year*)

   Applicants who attain eligibility and are selected for appointment must furnish proof of date of birth to the appointing officer at the time of reporting for duty. Applicants should **not** submit such proof to the Civil Service Commission. An extension of time, not to exceed six months after appointment, may be granted upon satisfactory evidence that additional time is necessary. Notices of ratings sent to eligibles will contain further information.

4. **What is your height, without shoes?** _____ feet 5' inches 0"

5. **What is your weight, without overcoat or hat?** 205 pounds.

6. **Have you any physical defect or disease or disability whatsoever?** Yes, need and wear glasses (Yes or No)

   If answer is "Yes," give full particulars. Concealment of a disease or a disability or a physical defect of any nature may result in cancelation of your application and debarment from examinations. Use an additional sheet of paper, if necessary.

7. **Are any members of your family or relatives (either blood or by marriage) in any part of the Government service whatsoever?** . . . . . No (Yes or No)

   If answer is "Yes," give name, address, relationship, and branch of service of each such relative.

8. **What is the lowest entrance salary you will accept?** . . . . $2600.

   Registers may be used for allied positions at salaries other than that specified in the announcement. You will not be certified to positions paying less than the amount given in answer.

9. **Will you accept appointment anywhere in the United States?** Yes (Yes or No)

   If answer is "No," state acceptable localities.

10. **Will you accept temporary appointment for six months?** . . Yes (Yes or No)

    Answer all three parts of this question

    For three months? . . . . Yes (Yes or No)

    For one month? . . . . . No (Yes or No)

11. **Have you ever been discharged or forced to resign from any position?** . . . . . No (Yes or No)

    If answer is "Yes," state when and where employed and give the name and address of your employer and the reason for your discharge or forced resignation in each case.

12. **Within the past 12 months, have you used intoxicating beverages?** . . . . . Yes (Yes or No)

    Habitually? . . . . . No (Yes or No)

    To excess? . . . . . No (Yes or No)

13. **Are you now, or have you been in the past, addicted to the use of habit-forming drugs?** . . . . . No (Yes or No)

    If answer is "Yes," give full particulars.

14. (*a*) **Were you ever in the military or naval service?** . . . . No (Yes or No)

    (*b*) **Were all discharges granted under honorable conditions?** . . . . . (Yes or No)

    (*c*) **Do you claim military preference?** . . . . . No (Yes or No)

    If you claim military preference, you should obtain Form 14 and submit it with the evidence required therein.

    READ CAREFULLY.—An answer to the following question concealing either trivial or serious offenses may cause rejection of application and debarment from examinations.

15. **Have you ever been arrested, or summoned into court as a defendant, or indicted, or convicted, or fined, or imprisoned, or placed on probation, or has any case against you been filed, or have you ever been ordered to deposit collateral for alleged breach or violation of any law or police regulation or ordinance whatsoever?** . . . . . No (Yes or No)

    If so, list all the cases without any exception whatsoever on a sheet attached, giving in each case (1) the date, (2) your age at the time, (3) the place where the alleged offense or violation occurred, (4) the name and location of the court, (5) the nature of the offense or violation, (6) the penalty, if any, imposed, or other disposition. The above question includes arrests by military or naval authorities and disciplinary action imposed by courts martial, as well as in civil cases. If appointed, your fingerprints will be taken.

If you claim preference for the Indian Service as an Indian, it will not be allowed unless you obtain and file with this application certificate from the superintendent of the Indian agency where you are registered, or from the Commissioner, Bureau of Indian Affairs, showing that you have at least one-fourth Indian blood.

The information given under Question 16 will not affect eligibility for examination but will be useful to the Commission in expediting the handling of applications.

16. Name each examination for which you have filed application with the Commission or any of its offices. (If none, write "None.")	In what cities were you examined?	Give the date of each examination (Month and year)	Did you pass? (If so, show rating)
N O N E			

17. Are you now employed by the Federal Government? Yes (Yes or No) U. S. Senate (Branch of service)

18. Give in the blanks below a detailed statement of your education, including dates:

(a) Grammar school: Attended from Feb. 1920, 1..., to Feb. 1928, 1... Highest school year completed 8th

(b) High school: Name and location Wilmington, (Del) High School

Attended from Feb. 1929, to Feb. 1931 Highest school year completed 12th Were you graduated? yes

(c) College or university (Give both graduate and undergraduate work)		Dates of attendance (Give month and year)		Semester-hours credit received	Major subject		Degree received	Date of degree (Month and year)
Name	Location	From—	To—		Name	Sem. hrs. in major		
Univ. of Del.	Newark, Del.	Sept. 1931	Feb. 1936	75				

(d) State whether attendance at each school or college was part-time or full-time, and whether at day or evening classes full-time day

(e) If the announcement of examination calls for the completion of specialized courses, either in high school, college, or graduate school, specify here required courses which you have completed and indicate the credits received for each course

19 (a). Furnish in the blanks below a complete, comprehensive statement, showing every employment you have had since you first began to work, including your present employment, and accounting for all periods of unemployment.

	Place of employment	Dates of employment (Month and year)	NAME, STREET ADDRESS, AND NATURE OF BUSINESS OF EMPLOYER	NAME, ADDRESS, AND TITLE OF IMMEDIATE SUPERVISOR (Give street address, city, and State)	Yearly salary or yearly net earnings	NATURE OF YOUR DUTIES AND PAY-ROLL TITLE
1	City Wash. State D.C.	From 8/36, 19... To date, 19...	U.S.Senate-Room 2470 Senate Office Bldg. Civil Liberties Com.	Robert Wohlforth, Secretary	$2300. to be inc. to $3200.	Investigator, Editor, and Asst. Secy.
2	City Wash. State D.C.	From 5/35, 19... To 8/36, 19...	U. S. Dept. Ag. 12th & Pa. Ave.	Otis J. Rodgers, Ch. Clk. same address	$1440.	Clerk
3	City Wilming. State Del	From 3/32, 19... To 3/35 (app)	Morning News, same address.	Cal Wise, City Ed.	paid space-rate basis;	correspondent and reporter
4	In addition to the above I have done occasional correspondence for					
5	Metropolitan newspapers (Phila & Balt) on a space-rate basis ranging					
6	from coverage of sport events to by-line feature work for the Sunday editi					
7	edition of the Phila. Public Ledger (prior to merger with Inquirer). My					
8	compensation ranged from $7.50 per column to $30.00 per column plus ex-					
9	penses, but I can not now specify dates, amounts and names of superiors.					
10	Also, it is impossible for me to at this time recall, with dates, amount					
	of compensation, etc., all the employment I have had since about 1922,					
	when I first began to work. I have been a delivery and storeroom boy,					
	salesman of various products, including clothing, shoes, vacuum cleaner					
	sewing machines, etc. In addition, I have operated grocery stroes, in-					
	cluding responsibility for purchasing stock, etc. For a six-month peri					
	in either 1929 or 1930, I managed a large miniature golf course in Phil					
	The owner was Mr. Samuel Wottler. I was paid $18.00 per week, room and					
	board.					

IF MORE SPACE IS REQUIRED, CONTINUE YOUR ENTRIES ON A SEPARATE SHEET ARRANGED AS ABOVE

19 (*b*). Consult a copy of the announcement of this examination to ascertain the specific requirements to be met. Copy may be had in person or by mail from nearest first- or second-class post office. Give a detailed description of all experience which you offer to meet each requirement stated in the announcement, followed by any collateral or supporting experience; give the dates covering each such item to identify it with the dates of the corresponding item listed in Question 19 (*a*). Show all salary changes, and date of such changes, occurring during each period of experience described below, the number and classes of employees, if any under your supervision, and your reason for leaving such employment.

Since Aug. 1936, I have been employed by the subcommittee of the Committee on Education and Labor, under S. R. 266, first as investigator, then as editor, and subsequently as assistant secretary. In this connection, most of my work consists of preparing and printing the committee's record and reports. I have 6 persons working for me on this job. During the course of this employment I have conducted investigations of detective agencies engaged in thwarting national labor-relations legislation, industrial labor-relations practice and policies. During the four months of the prosecution of Harlan County, Ky. coal operators for conspiring to violate the National Labor Relations Act, I was assigned to the Dept. of Justice as a special assistant, competent to testify about the labor relations of some 60 defendents, as revealed to this committee. Because of my familiarity with the labor relations of employees and industries I am regularly consulted by government departments, especially the N. L. R. B. and occasionally by members of Congress desiring information for speeches. The amount of experience I have had on my present job is not, I feel, accurately reflected by the number of months that I have worked, because my work day averages about 14 hours and I work, usually, seven days a week.

(IF MORE SPACE IS REQUIRED, PASTE A SHEET OF PAPER HERE, AND CONTINUE YOUR STATEMENT)

20. Give the names and home and business addresses of five persons, other than those listed in answer to Question 19, now living in the United States, who have knowledge of your character, experience, and ability (do NOT give names of relatives).

Full name	Home address (street, number, city, and State)	Business address (street, number, city, and State)	Business or occupation
Gardner Jackson	6 West Kirke Place Chevy Chase, Md.	Labor's Non-Partisan League, Earle Bldg. Washington, D. C.	Legislative Representative
Wm. Turnblazer	Jellico, Tenn.	United Mine Workers Jellico, Tenn. Dist.19	President
E. C. Davison	Mayor,	Int. Assn. of Mach.	Secy-Treas of

21. Have you any objection to the Commission's making inquiry regarding your character, qualifications, etc., of your *present* employer? . . . . . No
Yes or No

22. Do you read and translate readily any foreign language? No, although I speak Jewish well and understand French and German.
Yes or No

Indicate which

PUBLICATIONS, THESES, AND REPORTS

Publications, theses, or reports, if called for by the announcement of the examination for which you are applying, must be filed with this application, unless otherwise stated in the announcement. When a complete list of publications is called for in the examination announcement, state title of each publication, when, where, and by whom each was published, and where a copy can be found. Each paper submitted should bear the applicant's name and address and the name of the examination for which application is filed.

WHEN TO FURNISH PHOTOGRAPH HERE

If the examination for which this application is filed is UNASSEMBLED, that is, if competitors are NOT required to assemble in an examination room, ATTACH SECURELY IN THIS SPACE a photograph of yourself taken within the past two years, not a group photograph or proof, and not larger than 2½ inches square.

SEE EXAMINATION ANNOUNCEMENT

23. In what State or Territory have you legal or voting residence?	Length of such residence therein? (Residence must be shown up to date of jurat)	In what county have you legal or voting residence?	Length of such residence in county? (Residence must be shown up to date of jurat)
Delaware	From June, 1926 (Month) (Year) to to date (Month) (Year)	New Castle	From June 1, 26 (Month) (Year) to to date (Month) (Year)

24. If during the past year you have *not* resided continuously in the State or Territory in which you claim legal or voting residence, or are not now actually living in such State or Territory, answer the following questions fully:

(*a*) For what periods since such residence was first established have you been absent therefrom? (Give dates) Intermittently since May 1935

(*b*) What is the name, address, and relationship of the person, if any, with whom you make your home at the present time in the State or Territory in which you claim legal or voting residence? Mrs. Sarah Weisberg, 122 Lincoln St., Wilmington, Del. mother

(*c*) Are you now a voter in such State or Territory? (Answer "Yes" or "No") Yes

25. If you are under 21 years of age, give the legal residence and the post-office address of your parent or parents, or your guardian.

Legal residence of parents or guardian	Length of such residence	Present post-office address
State		City or town
County	From (Month) 1 (Year), to (Month) 19 (Year)	County, State

26. If you are a married woman fill in the following blanks:

(*a*) Legal residence of husband: (County), (State)

(*b*) Duration of his residence therein: From (Month) 1 (Year), to (Month) 19 (Year)

The composition and work in connection with any material required to be submitted for this examination are entirely my own, except where I have given full credit for quoted matter or the collaboration of others by quotation marks and references, and in the composition of the same I have received no assistance except as indicated fully in my explanatory statement.

I, the undersigned, DO SOLEMNLY SWEAR (OR AFFIRM) that the statements made by me in answer to the foregoing questions are full and true to the best of my knowledge and belief. SO HELP ME GOD.

If female, prefix "Miss" or "Mrs.," and if married, use *your own* given name, as "Mrs. *Mary L.* Doe."

(*Signature of applicant*) _____
(Sign your name in full—one given name, additional initials, if any, and surname in full)

JURAT OR OATH.—This jurat or oath must be executed.

The following oath must be taken before a NOTARY PUBLIC, or other officer authorized to administer oaths, before whom the applicant must appear in person. The following are among those not authorized to administer this oath: Postmasters, Army officers, post-office inspectors, and chief clerks and assistant chief clerks in the Railway Mail Service.

Subscribed and duly sworn to before me according to law by the above-named applicant, this _____ day of _____, 19____, at city [or town] of _____, county of _____, and State [or Territory or District] of _____

(*Signature of officer*) _____

(*Official title*) _____

OFFICER'S CERTIFICATE OF RESIDENCE

Except as specified below, this certificate is required of all applicants for positions in the apportioned Departmental Service at Washington, D. C., INCLUDING RESIDENTS OF THE DISTRICT OF COLUMBIA. Eligibility for the apportioned service will not be allowed unless legal requirements are met and this certificate is properly executed.

This certificate must be executed by a notary public, county, municipal, or police-court clerk, mayor, justice of the peace, or other officer in the county or city in which the applicant claims residence, *provided the officer has an official (impression) seal*, or, in lieu thereof, that his official character is certified to by proper officer, *under official (impression) seal*, and provided he is an actual resident and officer in the same county or city claimed by the applicant.

Applicants who occupy permanent positions in the **apportioned Departmental Service at Washington** are not required to have this certificate executed, but should make the following notation opposite it: "Am in the apportioned Departmental Service."

The applicant is not required to appear in person before the officer who executes this certificate, but the officer should satisfy himself as to facts to which he certifies, from credible and competent evidence.

I, a _____ (Official designation of officer) of the county of _____, and State [or Territory] of _____ do hereby certify that _____ (Write name to agree exactly with applicant's name as given above), the applicant who submits the above in connection with a civil service examination, is now a resident of the county of _____, and State [or Territory] of _____, and has been such resident for _____ years _____ months next preceding the date hereof.

Dated at _____, county of _____, and State [or Territory] of _____, this _____ day of _____, 19____

[OFFICIAL IMPRESSION SEAL]

(*Signature of officer*) _____

☞ **The official seal must not be omitted. Any addition to or alteration in the printed wording will nullify the certificate.**
If erasure or correction be made in "Officer's Certificate", certification must be made on margin by the officer who executes the certificate, showing such correction.

U. S. GOVERNMENT PRINTING OFFICE—O 16—524

UNITED STATES CIVIL SERVICE EXAMINATIONS

No. 9
(Assembled)

SUPERVISING INSPECTOR, $3,800 A YEAR
SENIOR INSPECTOR, $3,200 A YEAR
INSPECTOR, $2,600 A YEAR

WAGE AND HOUR DIVISION, DEPARTMENT OF LABOR

APPLICATIONS MUST BE ON FILE WITH THE UNITED STATES CIVIL SERVICE COMMISSION AT WASHINGTON, D. C., NOT LATER THAN THE FOLLOWING DATES—

(*a*) ***February 7, 1939,*** **if received from States other than those named in (*b*), below.**
(*b*) ***February 10, 1939,*** **if received from the following States: Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming.**

The United States Civil Service Commission announces open competitive examinations for the positions named above to be held at any of the places listed hereon. Existing vacancies in these positions in the field and vacancies which may occur in Washington, D. C., or in the field in positions requiring similar qualifications will be filled from these examinations, unless it is found in the interest of the service to fill any vacancy by reinstatement, transfer, or promotion. The salaries named above are subject to a deduction of 3½ percent toward a retirement annuity.

Duties.—*Supervising Inspector.*—Under general direction, to plan and supervise the work of inspectors in a given State or area in the enforcement of Federal minimum wage and maximum hour regulations; to advise and consult with employers with regard to their responsibilities under the law and to aid them by suggesting methods of record-keeping and other procedures which may facilitate compliance with legal requirements; to inspect places of employment to secure compliance with the law; to issue orders for correction in cases of violation and to supervise the payment of unpaid wages to workers; to make investigations and recommendations in connection with applications for special certificates of exception to minimum wage rates; to examine reports of inspectors and take appropriate administrative action thereon; to make special reports intended to serve as a basis for proper interpretation or revision of regulations; to make other regular and special reports as required; and to perform related work as required.

Senior Inspector.—Under the general supervision of a Supervising Inspector, to carry on the more difficult field work required for the enforcement of the Federal minimum wage and maximum hour regulations; to aid employers in carrying out their responsibilities under the act; to inspect places of employment to secure compliance with the law; to examine and audit pay rolls and time and other records; to issue orders for correction in cases of violation and to supervise the payment of unpaid wages to workers; to make reports of inspections; and to perform related work as required.

Inspector.—Under immediate supervision, to carry on field work required for the enforcement of the Federal minimum wage and maximum hour regulations; to aid employers in carrying out their responsibilities under the act; to inspect places of employment to secure compliance with the law; to examine and audit pay rolls and time and other records; to issue orders for correction in cases of violation and to supervise the payment of unpaid wages to workers; to make reports of inspections; and to perform related work as required.

Basis of ratings.—Competitors will be rated on the subjects listed below, which will have the relative weights indicated. In subject 1, competitors will be initially rated on the extent of their education, and on the extent and quality of their experience and fitness, relevant to the duties of the position applied for, such initial ratings being based upon competitors' sworn statements in their applications and upon corroborative evidence.

Subjects	*Weights*
1. Education, experience, and fitness	70
2. Mental test	30
Total	100

Ratings required.—In order to be admitted to the written test, all competitors must meet the experience requirement stated below. In subject 2, nonpreference competitors must attain a rating of at least 70, competitors granted military preference a rating of at least 65, excluding preference credit, and competitors granted disability preference a rating of at least 60, excluding preference credit; otherwise they will not be considered further.

If conditions permit, an oral examination will be given to a sufficient number of competitors in the order of their standing to meet the needs of the service. Adjustments may be made in the ratings in accordance with the evidence thus secured for the record as a result of the oral examination.

Verification of statements may be made by personal investigation, and evidence adduced of any false or misleading statements or evidence of unfitness will be ground for disqualification.

APPLICANTS MUST POSSESS THE FOLLOWING QUALIFICATIONS

1. They must be citizens of the United States on the closing date specified in (*b*) at the head of this announcement. Foreign-born applicants who meet the citizenship requirement must furnish proof of United States citizenship before they will be eligible for appointment under civil-service rules.
2. For positions in the apportioned service at Washington, D. C., they must show legal or voting residence in the State or Territory claimed for at least 1 year next preceding the closing date for receipt of applications.
3. **Experience.**—*Supervising Inspector.*—Except for the substitution provided for below, applicants must have had at least 6 years of progressive, responsible, successful, full-time, paid employment either—
   - (*A*) In industry or business, at least 4 years of which must have been (*a*) as an employer, administrative official, personnel officer, or (*b*) as a recognized employee representative, actively participating in the improvement of working conditions through the development of a comprehensive personnel program or through the development of definite employee-employer relations policies; *or*—
   - (*B*) In a State or Federal agency administering labor laws, or in other agencies or organizations concerned with the promotion of improved labor standards; *or*—
   - (*C*) In a State or Federal agency engaged in the investigation of employee-employer relationships, *or* engaged in economic investigations relating to wage-earners; *or*—
   - (*D*) Any time-equivalent combination of (*A*), (*B*), and (*C*) above.

   In order to be qualifying, at least 2 years of the above experience, as described under (*A*) (*a*), (*B*), and (*C*), must have been in an executive or administrative capacity.

[OVER]

Senior Inspector.—Excep* for the substitution provided for below, applicants must have had at least 5 years of progressive, responsib successful, full-time, paid employment either

(*A*) In industry or business, at least 3 years of which must have been as an employer, administrative official, personnel officer, or as a recognized employee representative, actively participating in the improvement of working conditions through the development of a comprehensive personnel program or through the development of definite employer-employee relations policies; *or*—

(*B*) In a State or Federal agency administering labor laws, or in other agencies or organizations concerned with the promotion of improved labor standards; *or*—

(*C*) In a State or Federal agency engaged in the investigation of employee-employer relationships, or engaged in economic investigations relating to wage-earners; *or*—

(*D*) any time-equivalent combination of (*A*), (*B*), and (*C*) above.

In order to be qualifying, this experience must have included at least 2 years of experience in a position requiring individual responsibility and in which the applicant has been assigned other than routine duties and in which he has demonstrated initiative, sound judgment, and the capacity to direct the work of others.

Inspector.—Except for the substitution provided for below, applicants must have had at least 4 years of progressive, responsible, successful, full-time, paid employment either—

(*A*) In industry or business, at least 2 years of which must have been as an employer, administrative official, personnel officer, or as a recognized employee representative, actively participating in the improvement of working conditions through the development of a comprehensive personnel program or through the development of definite employer-employee relations policies; *or*—

(*B*) In a State or Federal agency administering labor laws, or in other agencies or organizations concerned with the promotion of improved labor standards; *or*—

(*C*) In a State or Federal agency engaged in the investigation of employee-employer relationships, or engaged in economic investigations relating to wage-earners; *or*—

(*D*) Any time-equivalent combination of (*A*), (*B*), and (*C*) above.

Substitution.—For any of these positions, applicants may substitute 1 year of study successfully completed in a college or university of recognized standing or in a residence school of accountancy or business administration for 6 months of the experience prescribed above up to a maximum of 4 years of college study (2 years of experience).

In addition, applicants may substitute, year for year, postgraduate study in the field of economics or political science, successfully completed in a college or university of recognized standing, as follows:

Supervising Inspector—Up to a maximum of 2 years.
Senior Inspector and Inspector—Up to a maximum of 1 year.

In all cases, however, applicants for the position of *Supervising Inspector* must show the 2 years of executive or administrative experience; applicants for the position of *Senior Inspector* must show the 2 years of experience of the specialized type provided for in the last paragraph of the experience requirement for Senior Inspector.

Recency of experience.—At least one-half of the experience required must have been secured within the 10 years immediately preceding the date of the close of receipt of applications.

Nonqualifying experience.—(*A*) Experience acquired in any business or industial organization in which very definite policies as to wages, hours, overtime, safety, employee welfare and agreements have not been established, will not be considered as qualifying; (*B*) aggregates of experience made up of fractional parts of working days will not be considered as full-time experience; (*C*) experience gained in any of the following or similar occupations is not considered as involving active participation in the improvement of working conditions, the administration of labor laws, the improvement of labor standards, or the investigation of employer-employee relationships and is, therefore, not considered as qualifying:

(*a*) Case worker, social worker, or other charity-agency representative.

(*b*) Employee of either a private or a public employment agency.

(*c*) Employee of a private or public pension or insurance department, except where such employee spends the major part of his time on factory inspections in the interest of labor law enforcement or the improvement of working conditions.

4. **Age.**—Applicants must have reached their twenty-fifth birthday, but must not have passed their fifty-third birthday, on the date of the close of receipt of applications specified in (*b*) at the head of this announcement. These age limits do not apply to persons granted preference because of military or naval service, except that such applicants must not have reached the retirement age.

Applicants who attain eligibility and are selected for appointment must furnish proof of date of birth to the appointing officer at the time of reporting for duty. Applicants should *not* submit such proof to the Civil Service Commission. An extension of time for furnishing proof of date of birth, not to exceed 6 months after appointment, may be granted upon satisfactory evidence that additional time is necessary. Notices of ratings sent to eligibles will contain further information.

5. **Physical ability.**—Applicants must be in sound physical health. Remediable defects or curable disease will not exclude a person from examination, but proof that such defects have been remedied, or the disease, if any, cured, must be received during the life of the eligible register before persons otherwise qualified may be considered for appointment under civil-service rules.

A rigid physical examination will be made by a Federal medical officer before appointment. Persons who are offered appointment must pay their own expenses in reporting for duty. If upon reporting at the place of assignment they are found ineligible because of physical defects, they cannot be appointed and no part of their expenses for returning home can be borne by the Government.

APPLICANTS MUST FILE THE FOLLOWING WITH THE UNITED STATES CIVIL SERVICE COMMISSION, WASHINGTON, D. C., NOT LATER THAN THE CLOSING DATE SPECIFIED AT THE HEAD OF THIS ANNOUNCEMENT

1. Application Form 8, properly executed, *excluding* the Officer's Certificate of Residence. Only one application should be filed by a person wishing to apply for two or more of these positions. (See paragraph headed "Assignment of grade" below.)
2. Applicants who wish to claim veteran preference must file Preference Form 14 (blue), properly executed and accompanied by the documentary proof required therein.

Photographs.—Applicants must submit to the examiner on the day of the examination their photographs, taken within 2 years, with their names written thereon, and securely attached in the space provided on the admission cards sent them after their applications are filed. Proofs or group photographs will not be accepted. Photographs will not be returned to applicants.

Proof of education.—Applicants may be required to present to the Commission proof of completion of the college courses claimed. Proof will be requested by the Commission if required.

UNITED STATES CIVIL SERVICE EXAMINATION

Amendment to Announcement 9 (Assembled), and to Issue 2, Form 2279, and January 9 News Releases

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SUPERVISING INSPECTOR, $3,800 A YEAR
SENIOR INSPECTOR, $3,200 A YEAR
INSPECTOR, $2,600 A YEAR

Wage and Hour Division, Department of Labor

APPLICATIONS MUST BE ON FILE WITH THE UNITED STATES CIVIL SERVICE COMMISSION AT WASHINGTON, D. C., NOT LATER THAN THE FOLLOWING DATES--

(a) February 14, 1939, if received from States other than those named in (b) below.
(b) February 17, 1939, if received from the following States: Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

Announcement 9, for inspector positions in the Wage and Hour Division, is amended with respect to the experience requirements for the grade of INSPECTOR, and to substitution of educational training.

As amended--

An additional paragraph is added after "(D)" in the experience requirements under "Inspector," as follows:

> "In order to be qualifying this experience must have included at least 1 year of the experience prescribed in the last paragraph under 'Senior Inspector,' in a position requiring individual responsibility and in which the applicant has been assigned other than routine duties and in which he has demonstrated initiative, sound judgment, and the capacity to direct the work of others."

The last paragraph under "Substitution" will read as follows:

> "In all cases, however, applicants for the position of Supervising Inspector must show the 2 years of executive or administrative experience; and applicants for the position of Senior Inspector must show the 2 years, and applicants for the position of Inspector, the 1 year, of experience of the specialized type provided for in the last paragraph of the experience requirement for Senior Inspector."

THE CLOSING DATES FOR RECEIPT OF APPLICATIONS HAVE BEEN CHANGED TO--

(a) February 14, 1939, if received from States other than those named in (b) below.
(b) February 17, 1939, if received from the following States: Arizona, California, Colorado, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

January 16, 1939

Assignment of grade.—Applicants for the higher grades who are found not qualified therefor, either because of lack of experience or as a result of oral examination, will be considered for the lower grades. Persons who are found eligible for the higher grades will also be rated for the lower grades.

Oral examination.—Competitors attaining an initial eligible grade in subjects 1 and 2 combined, may be required to report for oral examination, as stated above, which examination will be held at points as convenient for competitors as conditions will permit. The purpose of the oral examination is to adduce, in furtherance of the evidence already secured of the extent and quality of competitors' education and experience on which ratings in subject 1 have been based, particular evidence of demonstration in the course of that education and experience of possession of the following qualifications which will be utilized in the performance of the duties of these positions:

1. Integrity, tact, mature judgment, initiative, resourcefulness, and the capacity to accept and fulfill responsibility.
2. Thoroughness in organizing and supervising work of others.
3. Ability to gain cooperation and to cooperate with others in carrying out programs.
4. Capacity to understand viewpoint of employers and employees.

Notice will be given in advance of the date and place of the oral examination. Traveling expenses incurred by an applicant in connection with the oral examination cannot be borne by the Government.

Certification.—Certification to fill vacancies in these positions will be made of the highest eligibles on the appropriate registers who are residents of the State or group of States in which the vacancy exists, except that certification may be made of the highest eligibles from the entire country who have not expressed unwillingness to accept appointment where the vacancy exists, provided that satisfactory evidence is presented to the Commission, by the department or office requesting certification, showing that the needs of the service will be better met by certification from the entire country. The department or office requesting certification of eligibles has the legal right to specify the sex desired.

Fingerprints.—Fingerprints will be taken of all persons appointed from these examinations.

Application forms.—The necessary forms may be obtained from the **Secretary, Board of United States Civil Service Examiners, at any first-class post office** (including the places listed hereon), from the United States Civil Service Commission, Washington, D. C., or from the *United States Civil Service district office* at any of the cities given below (the title of the examination desired should be stated):

Atlanta, Ga., New Post Office Building.
Boston, Mass., Post Office and Courthouse Building.
Chicago, Ill., New Post Office Building.
Cincinnati, Ohio, Post Office Building.
Denver, Colo., Post Office Building.
New Orleans, La., Customhouse.
New York, N. Y., Federal Building, Christopher Street.
Philadelphia, Pa., Tenth Floor, Gimbel Building.
Seattle, Wash., Federal Office Building.
St. Louis, Mo., New Federal Building.
St. Paul, Minn., New Post Office Building.
San Francisco, Calif., Federal Office Building.
Honolulu, T. H., Federal Building.

Balboa Heights, Canal Zone, *Secretary, Board of United States Civil Service Examiners.*
San Juan, P. R., *Chairman, Puerto Rican Civil Service Commission.*

THE EXACT TITLE OF THE EXAMINATION DESIRED, AS GIVEN AT THE HEAD OF THIS ANNOUNCEMENT, SHOULD BE STATED IN THE APPLICATION FORM

Issued January 9, 1939.

SAMPLES—MENTAL TESTS

Write the NUMBER of the BEST answer: (Write answers here)

1. FEASIBLE means most nearly (1) capable (2) practicable (3) justifiable (4) beneficial (5) reliable ---------- *2*
   "Practicable," numbered 2, means most nearly the same as "FEASIBLE," so "2" is written on the line at the right.
2. LUCRATIVE means most nearly (1) atrocious (2) fraudulent (3) wise (4) profitable (5) abundant ---------- ---
3. Objects are visible because (1) light falls on them and is reflected to the eye (2) they are partially in shadow (3) they absorb light from the sun (4) they are opaque (5) light rays penetrate their surfaces ---------- *1*
   All five statements may be true, but the only one which explains why objects are visible is the statement numbered 1, so "1" is written on the line at the right.
4. In starting a load, a horse has to pull harder than he does to keep it moving, because (1) the load weighs less when it is moving (2) there is no friction after the load is moving (3) the horse becomes accustomed to pulling the load (4) the wheels stick to the axles (5) the horse has to overcome the tendency of the wagon to remain at rest ---------- ---
5. The saying, "A man is his own best servant," means most nearly (1) Service does not always come at the calling. (2) Necessity is the mother of invention. (3) If you want a thing done, do it yourself. (4) A little help does a great deal. (5) Where there's a will, there's a way ---------- *3*
   The statement numbered 3 means most nearly the same as "A man is his own best servant," so "3" is written on the line at the right.
6. The saying, "Think of the going out before you enter," means most nearly (1) The end is more important than the beginning. (2) A good beginning makes a good ending. (3) Decide upon a plan and stick to it. (4) Don't begin a task without considering the outcome. (5) Forethought is half of wisdom ---------- ---

In each of the two following questions the first two words in capital letters go together in some way. Find how they are related. Then write a NUMBER to show which of the last five words goes with the third word in capital letters in the same way that the second word in capital letters goes with the first.

7. FOOD is to HUNGER as SLEEP is to (1) night (2) dream (3) weariness (4) health (5) rest ---------- *3*
   Food relieves hunger and sleep relieves weariness. Therefore "3," the number before "weariness," should be written on the line at the right.
8. SEW is to SEAM as PLOW is to (1) ground (2) crop (3) horse (4) farm (5) furrow ---------- ---

Read each paragraph and then write the answer. From the five suggestions for an answer, select the one statement which best answers the question and write the NUMBER of this statement on the line at the right.

9. [*Reading*] More patents have been issued for inventions relating to transportation than for those in any other line of human activity. These inventions have resulted in a great financial saving to the people and have made possible a civilization that could not have existed without them.
   The paragraph indicates that transportation (1) would be impossible without inventions (2) is still to be much improved (3) is more important than any other activity (4) is carried on through the Patent Office (5) is an important factor in civilization ---------- *5*
   The paragraph does not state that transportation would be impossible without inventions, is still to be much improved, is more important than any other activity, or is carried on through the Patent Office. It does state that it is an important factor in civilization. Therefore "5" should be written on the line at the right.
10. [*Reading*] One of the primary steps in the development of management in any enterprise is proper organization. After the business has been conceived and the broad policies which are to be pursued have been established, and before any operating methods may be devised, at least a skeleton organization must be developed.
    What does the quotation say is impossible in industry, without a systematic plan of working? (1) Conceiving of business (2) establishment of policies (3) investment of capital (4) establishment of routine of work (5) selection of manager ---------- ---

Below are the answers to these sample questions. Compare your answers with these to be sure that you understand how to answer the questions. (The *answers* are in *italics*.)

1	*2*	6	*4*
2	*4*	7	*3*
3	*1*	8	*5*
4	*5*	9	*5*
5	*3*	10	*4*

U. S. GOVERNMENT PRINTING OFFICE: 1939

Form 1237
February 1938

UNITED STATES CIVIL SERVICE COMMISSION, WASHINGTON, D. C.

The examination described in the accompany announcement will be given at the places named below. A ident of any State or Territory may be examined in any city named in the list. **A request for examination on a date other than that given on admission cards sent applicants after their applications are filed or at a place not included in the list cannot be granted.** Except where otherwise indicated, application blanks may be obtained from the local secretary of the United States Civil Service Board at the post office. Where the letters "C.H." occur, the secretary of the board is located at the customhouse.

ALABAMA

Anniston, Birmingham, Decatur, Demopolis, Dothan, Eufaula, Florence, Gadsden, Huntsville, Marion, Mobile, Montgomery, Opelika, Selma, Tuscaloosa

ALASKA

Anchorage, Cordova [1], Fairbanks [2], Juneau [3], Ketchikan [4], Seward [5]

ARIZONA

Douglas, Flagstaff, Globe, Nogales, Phoenix, Prescott, Tucson, Yuma

ARKANSAS

Camden, Fayetteville, Fort Smith, Harrison, Helena, Jonesboro, Little Rock, Texarkana

CALIFORNIA

Alturas, Bakersfield, Bishop, Chico, El Centro, Eureka, Fresno, Los Angeles, Oakland, Red Bluff, Riverside, Sacramento, San Diego, San Francisco [6], San Jose, San Luis Obispo, Santa Barbara, Santa Cruz, Santa Rosa, Stockton, Vallejo

CANAL ZONE

Balboa Heights

COLORADO

Canon City, Colorado Springs, Denver [6], Durango, Fort Collins, Fort Morgan, Glenwood Springs, Grand Junction, Greeley, La Junta, Leadville, Monte Vista, Montrose, Pueblo, Sterling, Trinidad

CONNECTICUT

Bridgeport, Danbury, Hartford, Middletown, New Haven, New London, Waterbury, Willimantic

DELAWARE

Dover, Wilmington

DISTRICT OF COLUMBIA

Washington

FLORIDA

Daytona Beach, Fort Myers, Gainesville, Jacksonville, Key West, Lake City, Lakeland, Miami, Ocala, Orlando, Pensacola, Tallahassee, Tampa, West Palm Beach

GEORGIA

Albany, Americus, Athens, Atlanta [6], Augusta, Brunswick, Columbus, Dublin, Fitzgerald, Gainesville, Macon, Rome, Savannah, Thomasville, Valdosta, Waycross

HAWAII

Hilo, Honolulu

IDAHO

Boise, Coeur d'Alene, Grangeville, Idaho Falls, Lewiston, Moscow, Pocatello, Sandpoint, St. Anthony, Twin Falls, Weiser

ILLINOIS

Aurora, Bloomington, Cairo, Carbondale, Centralia, Chicago [6], Decatur, East St. Louis, Effingham, Freeport, Galena, Galesburg, Harrisburg, Kankakee, Mattoon, Mount Carmel, Peoria, Quincy, Rockford, Rock Island, Springfield, Streator, Urbana

INDIANA

Angola, Bloomington, Evansville, Fort Wayne, Hammond, Indianapolis, Jeffersonville, La Fayette, Marion, Muncie, Richmond, South Bend, Terre Haute, Valparaiso, Vincennes

IOWA

Ames, Atlantic, Burlington, Cedar Rapids, Clinton, Council Bluffs, Creston, Davenport, Decorah, Denison, Des Moines, Dubuque, Fort Dodge, Iowa City, Marshalltown, Mason City, Ottumwa, Shenandoah, Sioux City, Spencer, Waterloo

KANSAS

Concordia, Dodge City, Emporia, Fort Scott, Hays, Kansas City, Lawrence, Leavenworth, Manhattan, Norton, Parsons, Pittsburg, Salina, Topeka, Wichita

KENTUCKY

Ashland, Bowling Green, Covington, Henderson, Hopkinsville, Lebanon, Lexington, London, Louisville, Middlesboro, Owensboro, Paducah, Paintsville, Somerset

LOUISIANA

Alexandria, Baton Rouge, Lafayette, Lake Charles, Monroe, New Orleans [6], Shreveport

MAINE

Augusta, Bangor, Bath, Calais, Caribou, Fort Kent, Houlton, Lewiston, Portland, Rockland

MARYLAND

Baltimore, Cumberland, Easton, Hagerstown, Salisbury

MASSACHUSETTS

Amherst, Boston [6], Brockton, Fall River, Fitchburg, Greenfield, Haverhill, Hyannis, Lawrence, Lowell, New Bedford, Pittsfield, Salem, Springfield, Worcester

MICHIGAN

Alpena, Ann Arbor, Battle Creek, Big Rapids, Cadillac, Cheboygan, Detroit, Escanaba, Flint, Grand Rapids, Houghton, Ironwood, Jackson, Kalamazoo, Lansing, Manistee, Marquette, Muskegon, Port Huron, Saginaw, Saint Joseph, Sault Ste. Marie, Traverse City

MINNESOTA

Austin, Bemidji, Brainerd, Crookston, Duluth, Ely, Fairmont, Fergus Falls, Glenwood, Grand Rapids, International Falls, Mankato, Minneapolis, Montevideo, Northfield, Pipestone, Rochester, St. Cloud, St. Paul [6], Thief River Falls, Virginia, Willmar, Winona

MISSISSIPPI

Brookhaven, Clarksdale, Columbus, Corinth, Greenville, Greenwood, Grenada, Gulfport, Hattiesburg, Holly Springs, Jackson, Meridian, Natchez, Oxford, Starkville, Tupelo, Vicksburg, West Point

MISSOURI

Cape Girardeau, Chillicothe, Columbia, Hannibal, Jefferson City, Joplin, Kansas City, Kirksville, Maryville, Moberly, Nevada, Poplar Bluff, Rolla, St. Joseph, St. Louis [6], Springfield, Warrensburg

MONTANA

Billings, Bozeman, Butte, Glasgow, Glendive, Great Falls, Havre, Helena, Kalispell, Lewistown, Miles City, Missoula, Plentywood

NEBRASKA

Alliance, Beatrice, Broken Bow, Chadron, Columbus, Fremont, Grand Island, Hastings, Holdrege, Lincoln, McCook, Nebraska City, Norfolk, North Platte, Omaha, O'Neill, Scottsbluff, Sidney, Superior, Valentine

NEVADA

Carson City, Elko, Ely, Fallon, Las Vegas, Reno

NEW HAMPSHIRE

Berlin, Claremont, Concord, Durham, Hanover, Keene, Laconia, Manchester, Plymouth, Portsmouth

NEW JERSEY

Atlantic City, Camden, Elizabeth, Newark, New Brunswick, Trenton

NEW MEXICO

Albuquerque, Clayton, Clovis, Gallup, Las Cruces, Las Vegas, Raton, Roswell, Santa Fe, Silver City, Tucumcari

NEW YORK

Albany, Binghamton, Brooklyn, Buffalo, Chautauqua, Elmira, Flushing, Glens Falls, Ithaca, Jamaica, Jamestown, Long Island City, Malone, Newburgh, New York [6], Ogdensburg, Plattsburg, Poughkeepsie, Rochester, Syracuse, Troy, Utica, Watertown

NORTH CAROLINA

Asheville, Chapel Hill, Charlotte, Durham, Gastonia, Goldsboro, Greensboro, Hickory, New Bern, Raleigh, Rocky Mount, Salisbury, Washington, Wilmington, Winston-Salem

NORTH DAKOTA

Bismarck, Devils Lake, Dickinson, Fargo, Grand Forks, Harvey, Jamestown, Kenmare, Mandan, Minot, New Rockford, Oakes, Valley City, Wahpeton, Williston

OHIO

Akron, Ashtabula, Athens, Chillicothe, Cincinnati [6], Cleveland, Columbus, Dayton, Ironton, Lima, Mansfield, Marietta, Portsmouth, Sandusky, Steubenville, Toledo, Youngstown, Zanesville

OKLAHOMA

Ada, Altus, Ardmore, Bartlesville, Chickasha, Enid, Guthrie, Lawton, McAlester, Muskogee, Oklahoma City, Stillwater, Tulsa, Vinita, Woodward

OREGON

Astoria, Baker, Bend, Corvallis, Eugene, Klamath Falls, La Grande, Marshfield, Medford, Pendleton, Portland, Roseburg, Salem, The Dalles

PENNSYLVANIA

Altoona, Bethlehem, Chambersburg, Du Bois, Erie, Harrisburg, Kittanning, Lancaster, Oil City, Philadelphia [6], Pittsburgh, Reading, Scranton, State College, Sunbury, Uniontown, Warren, Wellsboro, Wilkes-Barre, Williamsport, York

PUERTO RICO

Mayaguez, Ponce, San Juan [7]

RHODE ISLAND

Narragansett, Newport, Providence

SOUTH CAROLINA

Aiken, Anderson, Beaufort, Camden, Charleston, Chester, Clemson College, Columbia, Florence, Georgetown, Greenville, Greenwood, Orangeburg, Rock Hill, Spartanburg, Sumter, Union

SOUTH DAKOTA

Aberdeen, Brookings, Chamberlain, Deadwood, Hot Springs, Huron, Lemmon, Madison, Milbank, Mitchell, Mobridge, Pierre, Rapid City, Redfield, Sioux Falls, Watertown, Winner, Yankton

TENNESSEE

Athens, Bristol, Chattanooga, Clarksville, Columbia, Jackson, Johnson City, Knoxville, Memphis, Nashville, Paris, Union City

TEXAS

Abilene, Amarillo, Austin, Beaumont, Brownsville, Bryan, Childress, Clarendon, Corpus Christi, Corsicana, Dalhart, Dallas, Del Rio, El Paso, Fort Worth, Galveston, C. H., Houston, Laredo, Lubbock, Lufkin, Marfa, Palestine, Pampa, Perryton, San Angelo, San Antonio, Shamrock, Texarkana, Tyler, Waco, Wichita Falls

UTAH

Cedar City, Logan, Ogden, Provo, Salt Lake City

VERMONT

Brattleboro, Burlington, Middlebury, Montpelier, Newport, C. H., Rutland, St. Albans, C. H., St. Johnsbury

VIRGINIA

Abingdon, Alexandria, Blacksburg, Charlottesville, Clifton Forge, Lynchburg, Norfolk, Richmond, Roanoke, Staunton, Winchester

WASHINGTON

Aberdeen, Bellingham, Chehalis, Everett, Longview, Olympia, Pasco, Port Angeles, Port Townsend, Pullman, Raymond, Seattle [6], Spokane, Tacoma, Vancouver, Walla Walla, Wenatchee, Yakima

WEST VIRGINIA

Bluefield, Charleston, Clarksburg, Elkins, Grafton, Hinton, Huntington, Martinsburg, Morgantown, Parkersburg, Wheeling

WISCONSIN

Appleton, Ashland, Eau Claire, Fond du Lac, Green Bay, Janesville, La Crosse, Madison, Marinette, Milwaukee, Rhinelander, Stevens Point, Superior, Wausau

WYOMING

Casper, Cheyenne, Cody, Evanston, Lander, Laramie, Rawlins, Rock Springs, Sheridan

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[1] Address local secretary, care Forest Service.
[2] Address local secretary, care U. S. Land Office.
[3] Address local secretary, care Alaska Road Commission.
[4] Address local secretary, care Customs Service.
[5] Address local secretary, care Bureau of Public Roads.
[6] See district office address in paragraph "Application forms" of this announcement.
[7] U. S. Civil Service Commission represented in Puerto Rico by Chairman, Puerto Rican Civil Service Commission, San Juan.

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